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## Call to Public Other Considerations

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### **Cases scheduled for an Advisory Letter ~**

The Board encourages complainants and physicians with cases listed for an advisory letter to address the Board at the time the case is heard, instead of at the scheduled Call to Public time. The notice letter will indicate the time advisory letters will be heard.

### **Cases scheduled for a Formal Interview ~**

The Board encourages complainants with cases listed for a formal interview to address the Board at the time the case is heard. Before asking the physician to come forward for a formal interview, the complainant will be asked to address the Board first. The notice letter will indicate the time the formal interview will be heard.

## Arizona Medical Board

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## Call to Public

### Helpful Hints for Addressing the Board

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### Arizona Medical Board

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# call to public

Meetings of the Arizona Medical Board are open to the public. An agenda for each meeting is posted in advance and lists the cases the Board will hear as well as any other business items requiring Board discussion. One item on every agenda is Call to Public.

Call to Public is a forum for members of the public to speak to the Board and voice their opinions or concerns. In order to ensure that as many people can be heard during the Board meeting as possible, those speaking at Call to Public will be limited to five (5) minutes each. Call to Public is a forum that is set aside for public comments only - the Board may not ask questions.

Complainants and physicians with cases listed on the Board's agenda will receive a notice letter informing them of the time their cases will be heard and the time Call to Public begins.

At times, large groups of people will appear at Call to Public to speak about a single issue. In these instances, the Board may choose to limit the number of people who speak to three (3) per side. The Board will not choose the three people to speak. It is up to the group present to determine who will speak on the group's behalf.

Speaking in front of the Board can make even the most experienced public speakers a little nervous. Just remember that speaking at Call to Public is your right and the Board is interested in what you have to say. The following steps will guide you through the typical Call to Public process.

**1.** Board meetings are held at 9535 East Doubletree Ranch Road. Parking is available in front of the building and on the street. It is best to arrive at least 15 minutes before the scheduled Call to Public.

**2.** When you enter the building, a member of the Board's staff will be sitting in the lobby. That person will ask you what case you would like to speak about and will write your initials on a piece of paper.

**3.** Seats are available in the Board room. You may enter the room at any time.

**4.** When the Board is ready to hear Call to Public testimony, the Chairman will call individual speakers by their initials. Full names are never revealed during the meeting in order to protect patient privacy.

**5.** When your initials are called, you may take a seat at the table located on the left side of the room. The Chairman will greet you, remind you to use patient initials only, and ask you to proceed. Be sure to speak clearly into the microphone. If you speak longer than 5 minutes, the Chairman may interrupt you and ask you to summarize your statement.

## Tips for Speaking During Call to Public

- Although it is not necessary, it is customary for people addressing the Board to first address the Chairman and then address the other Board members. For example, you could say, "Mr. Chairman, members of the Board...."
- Prepare what you want to say in advance. Make an outline or write your presentation down on paper. That way, you can be confident the Board has heard everything you want to say.
- Time your presentation to fit within the five minute timeframe. The Board will ask you to summarize your position if you go over five minutes.
- If you previously provided your comments in writing, the Board members have them in their materials. You do not need to restate your written comments.
- Remember to refer to any patients by initials only. Patients have the right to confidentiality, especially as it relates to their medical history.